

REQUESTS FOR INFORMATION

(1)

FOR THE

DEVELOPMENT OF ADDITIONAL PARKING

AND OTHER AMENITIES AT THE STATE'S

WASHINGTON STREET PARKING GARAGE

AND

(2)

FOR THE

MANAGEMENT & OPERATION OF

CERTAIN STATE PARKING FACILITIES

AND THE POTENTIAL DEVELOPMENT THEREOF

DUE TO THE INDIANA FINANCE AUTHORITY BY

NOVEMBER 15, 2013

5:00 P.M. EDST

REQUEST FOR INFORMATION OVERVIEW

This is a Request for Information (“RFI”) issued by the Indiana Finance Authority (“IFA”) seeking prospective developers and/or parking facility operators (“Respondents”) to formally express their interest in one or more of the following scenarios listed below.

The IFA is looking for creative solutions to meet the State of Indiana’s (the “State”) ongoing parking needs. Currently, the State has a need for additional parking spaces and is interested in understanding how it could benefit from increased operational efficiencies as a result of reducing costs and minimizing or potentially eliminating the State’s role in operating and maintaining certain parking facilities. As one possible way to meet these objectives, the IFA is offering Respondents an opportunity to propose ideas for development at two of the parking locations, as detailed below. The scenarios listed below represent various options identified by the State, but should not limit Respondents’ proposed solutions.

The IFA is interested in creative, cost-effective solutions that will provide an overall benefit to the State. In addition to general maintenance, solutions proposed may include creative solutions for (a) reducing or eliminating related costs or expenses incurred by the State in respect of operation and maintenance, capital replacement, and/or capital improvement needs and (b) allowing for consideration by IFA were Respondent to propose any sharing of positive economic returns generated by a Respondent with the IFA. The State will require access to a minimum number of parking spaces to accommodate State employees.

The following locations (along with options) are included in this RFI. Respondents are encouraged to provide a solution for any combination of options (which may range from meeting one solution to all solutions).

1. Provide development services for the expansion of the existing Washington Street Parking Garage (the “Washington Street Garage”). Solutions may include the incorporation of first floor office/retail and five floors of parking on adjacent property immediately to the north of the garage, as further described herein (“Basic Garage Expansion”); however, the IFA is open to creative solutions.
2. Provide development services for the Basic Garage Expansion and provide additional development ideas/opportunities in addition to the Basic Garage Expansion for the State to consider (the “Enhanced Garage Expansion”).
3. Provide the necessary information if Respondent was provided the opportunity to manage, operate and maintain all aspects (both income and expense, including any capital expenses commitments Respondent proposes consistent with the above) of the Washington Street Parking Garage, Senate Avenue Parking Garage and the State’s Surface Parking Lot (the “State Parking Facilities Management & Operation”).
4. Provide necessary information in your response as set forth in number 3 above and include in your response how your proposal would be modified if Respondent was also provided the opportunity to manage, operate and maintain all aspects (both income and expense) of the White River State Park Parking Garage and

South Surface Parking Lot (collectively, the “White River Parking Management & Operation”).

5. Provide necessary information if Respondent was provided the opportunity to develop (for non-parking use or uses) the property currently serving as the State’s Surface Parking Lot (“Surface Lot Development”).
6. Provide an option (independent of those above) of any alternate long term arrangement and corresponding financial structure in which the Respondent would manage, operate and maintain all aspects (both income and expense, including any capital expenses commitments Respondent proposes consistent with the above) for the Washington Street Garage, Senate Avenue Parking Garage and State Surface Parking Lot. This solution should describe payments, if any, remitted to the State and the details of the terms of the agreement. Describe how proposal would change if the White River State Park Parking Garage and South Surface Parking Lot were also included.

The IFA currently owns all of the parking facilities referenced above and leases them (or otherwise grants use rights related to them) to the Indiana Department of Administration of the State (“IDOA”) for use by and/or for the benefit of the State. IDOA is currently responsible for all operation and maintenance costs (general maintenance and capital maintenance) associated with the facilities and retains all income generated by the facilities.

This RFI is intended to publicize the availability of contracting opportunities for the services described herein. The IFA creates no obligation, expressed or implied, by issuing this RFI or by receipt of any submissions pursuant hereto. The award of any contract(s) as a result of this RFI shall be at the sole discretion of the IFA. Neither this RFI nor any proposal submitted in response hereto is to be construed as a legal offer.

The purpose of this RFI is to seek information from developers and/or operators. No contract will be awarded without further discussion and negotiation with the Respondent(s). The IFA will not be responsible for any expenses incurred by any entity in preparing and submitting information responding to this request.

The IFA reserves the right to modify or amend this RFI for any reason at any time. In the event that the IFA determines that it is beneficial to the IFA or process to modify or amend this RFI, the IFA will release a written addendum and/or supplemental instructions to this RFI and post them in the Data Room (described herein).

A. Confidential Information

The IFA will obtain all rights necessary to use any information, process or idea proposed in any response regardless of which Respondent or Respondents, if any, are selected at the conclusion of this RFI process. Nothing contained in this RFI will impair this right of use on behalf of the IFA.

Respondents are advised that materials contained in their responses are subject to the Indiana Public Records Act, IC 5-14-3 et seq., and after the execution of a related contract, may be viewed and/or copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the Indiana Public Records Act

must indicate on their proposal that confidential materials are included and specify which statutory exception applies. The IFA reserves the right to make determinations of confidentiality. If the IFA does not agree with the information designated confidential under one of the disclosure exceptions to the Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the Respondent. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the IFA will remove the proposal from consideration for award and return the proposal to the Respondent. The IFA will not determine price to be confidential information.

B. Scope of Work Design

1. Basic Garage Expansion

Objectives

The IFA owns a parcel of land located at the southeast corner of Washington Street and West Street in downtown Indianapolis (the “Garage Expansion Property”). The Garage Expansion Property is immediately north of and contiguous to the Washington Street Garage. The primary development objective for the Basic Garage Expansion is to expand the existing Washington Street Garage through the addition of six (6) levels, with levels 2-6 being parking decks (connected to the existing Washington Street Garage with drive through access points and providing at least 625 additional parking spaces) and, potentially, with the street level providing appropriate mixed use space (e.g. commercial, retail, service or office space) that will allow Respondents to take advantage of a downtown property in close proximity to the Indiana Government Center, Indiana Convention Center, Victory Field and White River State Park. There are no pre-conceived notions as to what use or mix of uses is ideal and the IFA is open to creative solutions (including solutions that do not propose mixed use space). Respondent’s proposal needs to conform to two existing agreements regarding three connectors from the Washington Street Garage to the Indiana Convention Center, J.W. Marriott and the Downtown Marriott and take into account the related rights and obligations. The agreements, as well as other documents related to the Washington Street Garage, are available in the Data Room.

It is also an objective that the architectural rendering of the development be executed in such manner that all building(s) and landscaping be compatible in style and appearance so as to enhance the existing visual and architectural character of the Washington Street Garage, the State Capitol Building and the Indiana Government Center. The State reserves final approval on any proposed development plans.

Land Description

The Basic Garage Expansion is bounded by Missouri Street and the Downtown Marriott to the east, by West Street and the J.W. Marriott to the west, the Washington Street Garage to the south, and Washington Street and the State Capitol Building and the Indiana Government Center to the north. The Garage Expansion Property is owned by the IFA and is approximately 0.6 acres in size.

Zoning

The Garage Expansion Property has a zoning classification of Central Business District-Two (“CBD-2”) as defined and set forth in the Central Business District zoning ordinance of Marion County, Indiana, and is bound by the provisions and requirements set forth therein. The Garage Expansion Property is also bound by the provisions and requirements set forth within the Regional Center District ordinance of Marion County, Indiana.

2. Enhanced Garage Expansion

Objectives

Provide additional development ideas/opportunities in addition to those described in the Basic Garage Expansion so as to more fully utilize the Garage Expansion Property. There are no preconceived notions as to what additional structures or uses may be added to the Basic Garage Expansion and Respondents are free to be creative.

Land Description

Development of the Enhanced Garage Expansion would take place above the structure comprising the Basic Garage Expansion. It would not include any space over the existing Washington Street Garage.

Zoning

The Garage Expansion Property has a zoning classification of CBD-2. The Garage Expansion Property is also bound by the provisions and requirements set forth within the Regional Center District ordinance of Marion County, Indiana.

Other Property Considerations

It would be anticipated that the Basic Garage Expansion would need to be constructed so as to be able to accommodate any development undertaken as part of the Enhanced Garage Expansion. As noted above, no Enhanced Garage Expansion development will take place over the existing Washington Street Garage.

3. State Parking Facilities Management & Operation

Objectives

Provide the necessary information if Respondent was provided the opportunity to manage, operate and maintain all aspects (both income and expense, including any capital expenses commitments Respondent proposes consistent with the above) of the Washington Street Parking Garage, Senate Avenue Parking Garage and the State’s Surface Parking Lot. A description of the State’s basic requirements of Operation & Management of parking facilities expected of Respondents is set forth in Appendix A to this RFI.

Multiple Facilities

All parking facilities described in “Objectives” above.

4. White River Parking Management & Operation

Objectives

Provide the services set forth in the State Parking Facilities Management & Operation and include in your response how your proposal would be modified if Respondent was also provided the opportunity to manage, operate and maintain all aspects (both income and expense) of the White River State Park Parking Garage and South Surface Parking Lot located across from Victory Field. A description of the State’s basic requirements of Operation & Management of parking facilities expected of Respondents is set forth in Appendix A to this RFI, although it does not contain any further description of the White River State Park Parking Garage and South Surface Parking Lot. See the Data Room for specific information relating to the White River State Park Parking Garage and South Surface Parking Lot.

5. Surface Lot Development

Objectives

Provide necessary information if Respondent was provided the opportunity to develop, for parking or non-parking use or uses, the property currently serving as the State’s Surface Parking Lot. There are no pre-conceived notions as to what use or mix of uses is ideal. Respondents are free to be creative. It is also an objective that the architectural rendering of the development be executed in such manner that all building(s) and landscaping be compatible in style and appearance so as to enhance the existing visual and architectural character of the State Capitol Building and the Indiana Government Center.

An additional objective is for the State to avoid the loss of the parking spaces currently provided by the State Surface Parking Lot, so please include with your response how your proposal would accomplish this objective.

Land Description

The State Surface Parking Lot is north of the State Capitol Building and is bounded by Capitol Avenue on the east, Ohio Street on the south, Senate Avenue on the west and New York Street on the north. The State Surface Parking Lot is owned by the IFA and is approximately 3.2 acres in size.

Zoning

The State Surface Parking Lot has a zoning classification of CBD-2. The State Surface Parking Lot is also bound by the provisions and requirements set forth within the Regional Center District ordinance of Marion County, Indiana.

6. Alternate Structures

Objectives

Provide a proposal in the form of any alternate long term arrangement for all management, operation and maintenance aspects (both income and expense, including any capital expenses commitments Respondent proposes consistent with the above) of the Washington Street Garage, the Senate Avenue Parking Garage and the State Surface Parking Lot (“Alternate Structures”). Examples of alternate structure may include long-term structures, sale-lease back structures, use arrangements supported by license rights, etc.

In connection with Alternate Structures proposed, please explain how any transferred of ownership structure from the IFA to Respondent enables or otherwise enhances your providing IFA with multiple, creative solutions for its consideration that balance meeting the State’s desire to provide for its long-term parking needs while at the same time (a) reducing or eliminating related costs or expenses incurred by the State in respect of operation and maintenance, capital replacement, and/or capital improvement needs and/or (b) allowing for consideration by IFA were Respondent to propose any sharing of positive economic returns generated by a Respondent with the IFA.

The State will require access to a minimum of 6,725 parking spaces for use by State employees from 7:00 a.m. – 5:00 p.m. on Mondays – Fridays each week of the year with the exception of State holidays. A description of the State’s basic requirements of Operations & Management of parking facilities expected of Respondents is set forth in Appendix A to this RFI. Additionally, describe how Respondent’s proposal would change if the White River State Park Parking Garage and South Surface Parking Lot were also included as part of any Alternate Structure.

At the end of the term of Alternate Structure (and any options to renew or extensions thereof), ownership of the facilities would be transferred back to or otherwise remain vested in the IFA or State without further consideration. The successful Respondent would be responsible for all management, operation and maintenance of all aspects (both income and expense, including any capital expenses commitments Respondent proposes consistent with the above) of the facilities.

Please include in your response suggested structuring alternatives, estimates of any or all payments to be made to the IFA, and any details such as terms of proposed agreements and proposed length of term of such arrangement.

C. Availability of Additional Information in Virtual Data Room

IFA will make additional information available related to the sites referenced in this RFI to interested, qualified Respondents through a Virtual Data Room (the “Data Room”). Respondents who wish to have access to the data room need to provide contact information (Respondent’s full name, company name, phone number and e-mail address) via e-mail to Silvia Perez at the IFA at sperez@ifa.in.gov.

The Data Room will be available to all interested, qualified Respondents upon the IFA’s receipt and acceptance any request for access to such additional information. The Data Room will contain copies of all information that the IFA deems useful to the RFI process and

will serve as the primary forum for responding to written questions and inquiries and posting any modifications, addendums or supplemental instructions to the RFI. A Respondent's access to the Data Room may be revoked by the IFA at any time for any reason.

D. Terms

Overview of Process

This RFI is open to all prospective developers and/or operators capable of and qualified to meet the objectives and requirements described in this RFI. Upon receipt, all RFI submissions will be reviewed for completeness in accordance with the submission criteria highlighted in Section G of this RFI. At the end of the completeness review, the IFA will assess each Respondent's qualifications in the areas listed in Section F of this RFI. The IFA reserves the right to disqualify and/or reject any or all Respondents at any time for any reason. After the review of RFI submissions, Respondents that are deemed qualified by the IFA will receive correspondence providing additional information on the design and/or management & operation submission process.

If the final responses received at the conclusion of the solicitation process meet the objectives and requirements described in this RFI, the IFA expects to enter into an agreement or agreements with the successful developer and/or operator (the "Successful Developer/Operator"). The IFA reserves the right to modify or terminate this solicitation at any time for any reason. The IFA reserves the right to terminate this RFI process and commence a similar or different procurement approach. The receipt of the responses or other documents at any stage of either the RFI, proposal, or bidding process will in no way obligate the IFA to enter into any contractual agreement of any kind with any party. The IFA accepts no liability or responsibility for any fees or costs incurred to the Respondent during and related to this process. The IFA reserves its right to take any action permitted under Indiana law.

Transaction Structure

As previously mentioned, the Garage Expansion Property and all referenced parking facilities (and the land they are located on) are owned by the IFA. In order to ensure adequate control by the IFA of the progress and timeliness of project development, it is intended that the land shall be developed and administered and the parking facility(ies) managed & operated under the terms of a development agreement and/or management agreement and any other necessary legal documents (collectively the "Agreements") between the IFA and the Successful Developer/Operator entered into prior to the commencement of any construction, management, or operation. Such Agreements will provide for termination by the IFA upon failure of the Successful Developer/Operator to commence construction prior to the outside construction start date as may be determined by both parties, or upon other failure on the part of the Successful Developer/Operator to meet or perform material terms, conditions, or requirements of the Agreements.

Upon completion of the project(s) in a manner consistent with the standards, terms, and conditions of the Agreements, the Garage Expansion Property and, if applicable, the State Surface Parking Lot and the improvements and appurtenances thereon (collectively the "Property Improvements") and any other State parking facilities subject to the Agreements, will be managed pursuant to and consistent with the terms and conditions of the Agreements.

The terms and conditions of any such Agreements shall be negotiable, but Respondents should expect that the IFA will expect to exert some control over the tenant mix or proposed use of the Property Improvements, by the specific provisions of the Agreements and/or by a continuing right of approval. Notwithstanding the foregoing, providing alternative means and mechanisms for holding the property during and following development will be considered, provided the IFA be given adequate control of the design, location, progress, and quality of construction of the Property Improvements, and the ability to exert some control over the tenant mix or proposed use of the project(s).

Please also note that the IFA has adopted many of the required State boilerplate contractual provisions. The IFA hereby puts the Respondents on notice that a successful award at the end of the process will be contingent upon the agreement to comply with these standard contractual provisions (including but not limited to drug-free workplace certifications, minority, women and veteran's business enterprise compliance, nondiscrimination certifications, licensing standards, certifications relating to HIPAA, certifications regarding telephone solicitations, and certifications relating to State ethics policies.)

General

Respondent shall certify within the letter of transmittal that all information provided herein is accurate and complete to the best of its knowledge. Any false or misleading information may result in disqualification of the Respondent, at the discretion of the IFA. The IFA reserves the right to modify or terminate this solicitation at any time for any reason. The receipt of responses or other documents at any stage of the RFI process will in no way obligate the IFA to enter into any contract of any kind with any party.

E. Responses

Prospective developers and/or operators that anticipate responding to this RFI shall indicate so as soon as possible by providing contact information (Respondent's full name, company name, phone number and e-mail address) via e-mail to Silvia Perez at the IFA at sperez@ifa.in.gov.

Respondents should submit

1. An electronic version of the written response (in .pdf format) should be sent via e-mail to Silvia Perez at sperez@ifa.in.gov; and
2. An original and six (6) copies of their written response (please make sure permanent bindings are not used) should be delivered to:

Indiana Finance Authority
One North Capitol, Suite 900
Indianapolis, IN 46206-6015
Attn: Silvia Perez, Project Manager

Responses must be received no later than 5:00 p.m. EDST on November 15, 2013. Responses received after 5:00 p.m. EDST on such date are at the discretion of the IFA as to whether or not they are considered.

The outside should be clearly marked:

“RESPONSE TO REQUESTS FOR INFORMATION – (1) FOR THE DEVELOPMENT OF ADDITIONAL PARKING AND OTHER AMENITIES AT THE STATE’S WASHINGTON STREET PARKING GARAGE AND (2) FOR THE MANAGEMENT & OPERATION OF CERTAIN STATE PARKING FACILITIES AND THE POTENTIAL DEVELOPMENT THEREOF”

The Respondent’s response should clearly indicate which of the project(s), as set forth in 1 to 6 of the fourth paragraph of this RFI, it is responding to. Each response should designate one person as the principal contact for the Respondent. Please provide the contact information for that person including email address. Following a review of the responses, some of the Respondents may be requested to make oral presentations and/or provide additional written information.

Any questions regarding this RFI must be submitted **through the Data Room to Silvia Perez** at sperez@ifa.in.gov no later than **5:00 p.m. EDST on October 18, 2013**. Depending upon the content and scope of the question, responses to questions will be promptly prepared and provided to each entity through the Data Room that has shown an interest in responding (as described above). The IFA may also hold one-on-one industry meetings with entities who are interested in responding prior to the date on which the responses are due.

OTHER THAN AS PROVIDED ABOVE, INQUIRIES ARE NOT TO BE DIRECTED TO ANY STAFF MEMBER OR OTHER MEMBER OF THE IFA, IDOA OR ANY OTHER STATE-RELATED EMPLOYEE. SUCH ACTION MAY DISQUALIFY THE RESPONDENT FROM FURTHER CONSIDERATION FOR A CONTRACT AS A RESULT OF THIS RFI. RESPONDENTS MAY NOT RELY UPON VERBAL RESPONSES TO ANY INQUIRY.

F. Selection Process and Criteria

The IFA will review all of the responses in the following manner:

1. Each response will be evaluated on the basis of the Specific Criteria listed below.
2. Based on the results of the evaluation, the response(s) determined to be most advantageous to the State, taking into account all of the evaluation criteria, may be selected by the IFA for further action.
3. The IFA supports the “Buy Indiana” initiative. It is a strong preference that respondents meet the definition of an Indiana Business. Please refer to the following website to see if you fit within the definition and to learn more about the “Buy Indiana” initiative: <http://www.in.gov/idoa/proc/buvindiana.html>.
4. The IFA must approve changes in the composition of a Respondent team after submission if the team is comprised of more than one entity.

5. A single Respondent or a limited number of Respondents may be selected for interviews and/or contract negotiations. In the event that negotiations are not satisfactory, IFA reserves the right to interview and/or negotiate with additional Respondents, but is not obligated to do so.
6. IFA will determine which response offers the best means of servicing the interests of the State.

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFI in a cost-effective manner. Specific Criteria include:

1. Demonstrated ability to work with an entity similar to the State.
2. Demonstrated experience and ability to develop a similar project.
3. Technical qualifications, experience, and reputation of development team.
4. Demonstrated experience and expertise in projects which are responsive to all applicable criteria, rules, regulations and statutes, including the planning and design of facilities for state entities.
5. Experience and expertise with public bidding requirements, particularly with respect to expediting project completion.
6. Ability to manage, coordinate and react to diverse project requirements, evolving design, conceptual alternatives, plans, specifications, and financial considerations.
7. Demonstrated experience and expertise in construction contract administration and ensuring contractor compliance.
8. Demonstrated experience and expertise in managing and operating parking facilities of the type referenced in this RFI.
9. Demonstrated experience and expertise in providing quality assurance reviews, including interdisciplinary, architectural and engineering coordination.
10. Demonstrated experience and expertise in LEED certification and developing creative, cost-effective approaches to Green Architecture, including, but not limited to, sustainability and the utilization of recycled, energy-efficient and low toxin-building materials and demonstrated experience and expertise in developing energy-efficient and economic utility programs.
11. Demonstrated experience in developing and managing a timeline and an aggressive schedule.
12. Demonstrated ability to attract users of developed facilities of the type and character as proposed.
13. Evidence of feasibility of proposed project, including detailed analysis of environmental and permitting issues as well as any financing issues.

14. Evidence of financial capacity to complete development in a timely manner and to make any payments which may be due to the State, to be evaluated with regard to Respondent's prior experience history.
15. Current workload and composition of team.
16. Evidence of readiness of the team to begin substantive work upon receiving notice of being the Successful Respondent.

G. Required Respondent

Information

The IFA requires the following information be included in the response. Additional information may be and is encouraged to be submitted in order for the IFA to better evaluate the selection criteria listed above. A concise yet thorough presentation of information is requested.

1. Company name and address of principal location and office(s).
2. Please describe:
 - (a) A brief history of your entity or team members and how the selection of your entity or team would benefit the IFA.
 - (b) Your entity's or team's experience, background, or expertise that qualifies your entity or team for this project.
 - (c) Number of full-time regular employees, and their licenses.
3. List names, titles, and experience of the team members and/or consultant's team members who would be assigned to perform significant work under this contract (including market analysts, designers, architects, engineers, consultants, general contractors and parking managers). The IFA would like to have one individual assigned to plan and coordinate all work under this contract. Also provide the names and experience of supervisory personnel who will be assigned to the performance of this contract. Briefly outline the roles of the team members and key personnel.
4. Indicate how your entity or team will provide the services requested in this RFI and an outline of procedures to be used by the entity or team in providing a unified team approach. The response should include a statement of the philosophy of the team's approach to this project.

Provide any project histories or other information available that would indicate past performance on similar types of projects (especially that which would address the selection criteria).

5. References:
 - (a) List several persons who can provide information about similar work your entity or team has completed (references may be contacted).

- (b) Provide a list of financial references that can provide information about the entity or team.
- 6. Submit a list of work similar to the proposed project and a list of other similar work completed within the last five years. The list should be of comparable projects in which team members have participated. Respondents should specify how these comparable projects relate to the project being responded to.
- 7. Submit a list of any projects your entity or team members have failed to complete within the last five years.
- 8. Submit a copy of a current Certifications or Licenses issued by the State of Indiana, reflecting areas in which the Respondent or members of the Respondent's team are certified or licensed.

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Appendix A

PARKING

Current Overview – The Parking Services division of IDOA supports current parking needs for employees at the Indiana Government Center by providing approximately 6,725 parking spaces comprised of two parking garages and one surface parking lot. This involves a 24/7 operation (with primary and peak usage occurring during normal weekday business hours) with a Staff that includes 1 manager, 3 supervisors, and 11 garage employees. The parking operations serve approximately 6,725 state employees and invitees on a daily basis and additional staff during legislative sessions. On weekends, there are approximately 100 state employees who will require parking accommodations.

In addition, special events parking serves approximately 100,000 visitors annually and generates annual revenue in excess of \$1,000,000.

Related Agreements – Usage of the Washington Street Garage (and related rights and obligations) will be subject to the following existing agreements. See the Data Room for copies of these agreements. Solutions should incorporate how the associated rights and obligations will be addressed under terms proposed by any response.

IDOA has a Memorandum of Understanding (MOU) with the Indiana Stadium and Convention Building Authority (ISCBA) to provide for use of spaces in the Washington Street Garage related to Indianapolis Colts home games. The MOU is in place until July 31, 2017. This year the ISCBA has agreed to provide 500 spaces at this garage for Indianapolis Colts home game days, however, the MOU allows ISCBA to request and IDOA to provide up to 1,750 spaces per game day.

The Washington Street Garage has enclosed above-ground pedestrian connections (crossing over bordering thoroughfares) to the two adjacent major hotels and to the Indiana Convention Center. The use, maintenance and repair of these connectors are subject to two agreements. One agreement applies to the above-ground pedestrian connections between the garage and the Indiana Convention Center and J.W. Marriott. The second agreement applies to the above-ground pedestrian connection between the garage and the Downtown Marriott.

SCOPE OF SERVICES

IFA is seeking information for the management and operation of 2 parking garages and 1 surface lot, containing approximately 6,096 existing spaces, with a desired minimum of 625 additional spaces, as detailed below:

- Parking Facilities
 - Washington Street Garage – 2,842 existing spaces together with the desired additional spaces.
 - Senate Avenue Garage – 2,717 existing spaces.
 - North Surface Lot – 537 existing spaces.

The successful Respondent shall provide all material, equipment, staff, systems and expertise to perform the management and operation of these parking facilities.

IDOA hosts car sharing locations throughout the system. In addition we have spaces for compact cars and other specifically allocated spaces. IDOA reserves the right to decrease, maintain, and/or increase these spaces. IDOA reserves the right to add, reduce, or delete parking facilities or portions thereof from any Agreements.

IDOA will have the right during the term of any Agreements to modify the existing parking facilities on a temporary or permanent basis for any reason including, but not limited to:

- Provide additional spaces
- Increase the spaces available for public and/or State employee parking by acquisition or devotion of additional land or redesign, re-striping spaces for any transportation purpose.
- Convert all or part of a parking facility to another use.

Successful proposer shall manage and operate parking facilities for regular vehicles. Regular vehicles are defined as any vehicle that will fit in a standard 9' x 16' or 9' x 17' parking space. Parking of other vehicles will require IDOA permission. The successful Respondent shall not use the parking facilities for purposes other than those required under the Agreements. However, IDOA reserves the right to itself and others for other ancillary and complimentary uses, including other revenue generating activities, in its sole discretion, except as otherwise stated herein.

The successful Respondent is responsible for identifying and complying with all applicable local, state and federal rules, regulations, permits, approvals, laws, and any other applicable requirements of law necessary for the proposer to provide these services.

Hours of Operation – Need to operate all parking facilities 24 hours a day, seven days a week, and 365 days a year.

Restrictions -- Limited public parking may be allowed as approved by IDOA. However, in most cases, no public parking is allowed Monday through Friday 7:00 a.m. – 5:00 p.m., except on State Holidays.

Revenue Collection and Access Control --Successful Respondent will maintain and should exceed existing revenue and income levels. In addition, the successful Respondent may be required to purchase, install and operate new revenue equipment for garages and surface lot. Access and revenue control equipment shall contain adequate safeguards against employee and third party theft of revenues, manipulation of electronic transaction records and employee or customer parking without payment of a fee unless expressly permitted within the contract agreement. New access and revenue control equipment shall accept cash, credit cards, and magnetic smart cards. Proposals should include retrofitting equipment in later years to accommodate new forms of payment.

The successful Respondent will be responsible for revenue collection, and invoicing and enforcement.

Parking Rates – The IDOA expects that the successful Respondent will set parking rates for events at levels that reflect the market for such in downtown Indianapolis. The successful Respondent shall collect fees in accordance with these approved rates and shall install signage and other notices to customers of parking rates and rate changes as they occur. Collection of parking fees not in conformance with IDOA shall constitute a breach of the Agreements and may result in termination.

Staffing – The successful Respondent shall provide a model that allows the operation to be successful. If staff are proposed, they must be trained in daily operations as well as customer

services. Additionally, uniforms shall be provided to site staff with name badges. The successful Respondent and its staff shall conduct themselves in a helpful courteous manner towards State employees and parking customers at all times. IDOA reserves the right to request that any staff member be removed and replaced in its sole discretion.

In addition, the State requests that employees impacted by this action be provided an interview and considered as part of the Respondent's proposed solution.

Successful Respondent must provide IDOA with contact information for 2 local contacts that will be available 24/7 for emergencies and operational needs.

Customer Complaints – The successful Respondent shall have a methodology for customer complaints and shall post in plain view at each location, contact information for handling customer complaints and questions. Reporting customer complaints and responses will be required.

Reporting – The successful Respondent shall provide daily and monthly reports including customer service reports, revenue and occupancy reports and other reports as requested by IDOA.

Cost of Operations – All costs of operations shall be at the successful Respondent's sole expense. In addition to site operations, the successful Respondent will assume all other operating costs, including but not limited to all clerical, reporting, accounting, employee benefits and taxes, the remittance of all parking taxes, the costs of obtaining all required governmental permits and licenses and the cost of any other fee that may be levied against the subject parking facilities due to their operation or existence.

Security – The successful Respondent is responsible for the security of its employees, on-site cash, the revenue and access control equipment and other equipment at all locations at successful proposer's own expense. Indiana State Capitol Police have statutory authority and responsibility for security and law enforcement on the Indiana Government Center campus and parking facilities

Marketing – The successful Respondent shall provide all marketing materials and activities to maximize the revenue potential for each parking facility.

Summary Statement – Respondents are encouraged to provide creative solutions that provide the IFA with multiple options for IFA's consideration that balance meeting the State's desire to provide for its long-term parking needs while at the same time (a) reducing or eliminating related costs or expenses incurred by the State in respect of operation and maintenance, capital replacement, and/or capital improvement needs and (b) allowing for consideration by IFA were Respondent to propose any sharing of positive economic returns generated by a Respondent with the IFA

Finally, to the extent that any factual matter or term reflected in this Appendix is determined by the Respondent to negatively impact it from proposing solutions that are may afford the State and IFA with better economic and/or operational outcomes, the Respondent may set out in its response alternate solutions, provided it should explain what constraining terms are causing such negative impacts.